**CCMHE202 -** SAFETY, HEALTH AND ENVIRONEMENT AT WORKPLACE

**BDCPC301 - Apply SHE policies and procedures and principles**

**Competence**

**RQF Level: 2 Learning Hours**

**30**

**Credits: 3**

**Sector: All**

**Trade: All**

**Module Type: Complementary**

**Curriculum: All**

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| **Purpose statement** | This module describes the skills, knowledge and attitude required to apply SHE policies and procedures and principles. It is intended for adult learners pursuing Level 2 of RTQF in any option of TVET. At the end of this module, learners will be able to comply with environmental policies and procedures at workplace, apply healthy habits applicable to the work situation and prevent or Address unsafe and harmful situation at workplace. Qualified learners deemed competent to this competency may work alone or with others on simple routine tasks under frequent and directive supervision by using a few basic, routine skills to undertaking familiar and routine tasks; completing pre- planned tasks; making use of, with guidance, the basic tools and materials, safely and effectively; producing and responding to simple written and oral communication in familiar and routine contexts. | | | | | |
| **Delivery modality** | Training delivery | | 100% | Assessment | | Total 100% |
| Theoretical content | | 70% | Formative assessment | 70% | 100% |
| Practical work: | | 30% | 30% |
| * Group project and presentation | 10% |
| * Individual project /Work | 20% |

**Elements of Competency and Performance Criteria**

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| **Elements of competency** | **Performance criteria** |
| 1. **Comply with environmental policies and procedures at workplace** | * 1. Tasks are properly performed in accordance with safety, health, hygiene and sanitation regulations related to the work place. |
| 1.2. Personal protective equipment are used properly for personal safety according to established procedures. |
| 1.3. SHE related to signs is properly recognised and compliance. |
| 1.4. Environmental regulations associated with accepted safe work practices is properly applied in accordance with requirements and established procedures. |
| 1.5. Any environmental incidents and potential problems to appropriate persons is timely reported or referred in accordance with established procedures. |
| 1. Address unsafe situations on the job | 1. Actual or foreseeable hazards that have the potential to harm the health, safety and security of workers or anyone else in the workplace are Appropriately identified |
| * 1. Hazards are appropriately removed from work area . |
| * 1. Control measures are properly implemented according to individual level of responsibility or appropriate personnel is referred to for permission or further action. |
| 3. **Apply healthy habits and safe reproductive health practices to be healthy at home and at work** | 1. Family planning methods is properly applied based on instructions. |
| 1. Sexually Transmitted Diseases (STDs) are properly controlled based on recommended prevention methods. |
| 1. Healthy foods into diet is properly integrated based on recommended basic daily food allowance. |
| 1. Healthy habits to maintain physical and mental health necessary for a productive personal and work life are effectively practiced. |

**Course content**

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| **Learning outcomes** | **At the end of the module the learner will be able to:**   1. Comply with environmental policies and procedures at workplace 2. Address unsafe situations on the job 3. Apply healthy habits and safe reproductive health practices to be healthy at home and at work |

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| **Learning outcome 1: Comply with environmental policies and procedures at workplace** | | **Learning hours: 10** |
| **Indicative content** | | |
| * Performance of tasks related to the workplace formation tasks. * Introduction to health and safety hygiene practices * Healthy habits * Health, hygiene and sanitation practices * Hazards &Safety in the workplace * Hazards in the workplace * Ways to make work safer * Emergencies at work * Introduction to handling workplace emergencies * Sustainable workplace environment * Workplace practices that can harm the environment and how to improve them * Introduction to environment laws, standards and regulations in Rwanda * Using personal protective equipment for personal safety according to established procedures. * Meaning of a healthy work environment * Identification and use of different protective equipment required for the job at work place * Wearing clean clothing or uniform daily * Wearing a clear hat or other hair restraint * Removing jewellery from hands and arms * Wearing appropriate, clean, and closed toe shoes * Recognition and comply with Safety Hearth and Environmental related signs * Introduction to compliance * Definitions * Types of compliance * Importance of the business plan * The needs of the business plan * Internal use * External use * Elements of business plan * Title/cover Page * Executive Summary * Description of the business * Production plan * Marketing plan * Business staff plan * Financial plan * Risk associated to the business * Meaning of business risk * Types of risks associated to the business activities * **Follow applicable environmental regulations associated with accepted safe work practices** * Environmental regulations * Air pollution regulation * Hazardous Waste management regulations * Hazardous Materials management * Water pollution control requirement * Solid waste management * Toxic substances * Pesticide regulations * Environmental clean- up, restoration, corrective Action * Introduction to Environmental laws * Meaning of environmental compliance and associated procedures * Reporting on environmental compliance * Reporting of environmental incidents and potential problems to appropriate persons * Introduction to incidents * Definition of key terms * Types of incidents (Member death, Suicide attempt, Sexual assault, Human Rights violation, Falls, Property damage, Physical assault, Medication error, Serious injuries, Illegal behaviour) * Understand the importance of accurate and timely reporting of incidents * Determine reporting requirements * Environmental incident potential problems | | |
| Resources required for the learning outcome | | |
| **Equipment** | * Flipcharts stand Computer * Projector * PPEs * Chalk board * Shelter | |
| **Materials** | * Shelves * Chalks * Pen * Marker pen | |
| **Tools** | * Brushes * Standard check list according to the specific trade * Reference * Visual aids * Module manuals * Books | |
| **Facilitation techniques** | * + Demonstration and simulation   + Individual and group work   + Individualized   + Trainer guided   + Group discussion   + Field study | |
| **Formative assessment methods** | * Written assessment * Oral presentation * Performance assessment | |

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| **Learning outcome 2: Address unsafe situations On the Job** | | **Learning hours: 10** |
| **Indicative content** | | |
| * Identification of actual or foreseeable hazards that have the potential to harm anyone in the workplace * Definition of key terms * safe * Unsafe * Introduction to unsafe situation * Definition of unsafe situation * Potential causes of unsafe situation * Prevention of unsafe situation at workplace * Introduction to hazards * Definition * Types of hazards at workplace (Chemicalshazards, physical hazards, repetitive hazards, accidental falls) * Application of control measures to identify unsafe and harmful situations at the workplace. * Introductory activity * Role and necessity of prevention and control strategies * Principles of prevention and control * Risk assessment * Risk management * Hierarchy of controls * Hierarchy of controls (elimination, substitution, engineering control, administrative controls, personal protective equipment * Appropriate actions in case of emergenciesIntroduction to emergencies at workplace * Meaning of emergency * Emergency action plan Points to include in emergency procedures | | |
| Resources required for the indicative content | | |
| **Equipment** | * PPEs * Public Board notices * Safety signage * Computer * Projector * Chalkboard * Flipchart stand | |
| **Materials** | * Markers * Flipcharts * Papers Pen * Chalks | |
| **Tools** | * Reference books * Template of OHSE requirements * Reference books * Communication devices/phones | |
| **Facilitation techniques** | * + Demonstration and simulation   + Individual and group work   + Individualized   + Group discussion   + Field study | |
| **Formative assessment methods** | * Written assessment * Oral presentation | |

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| **Learning outcome 3: Apply Healthy Habits and Safe Reproductive Health Practices to be Healthy at Home and at Work** | | **Learning hours: 10** |
| **Indicative content** | | |
| * Application of family planning methods * Introduction to family planning * Definition of key concepts * Assertive communication in sexual relationships * Family planning methods (For each method, give introduction, mechanisms of action, effectiveness, advantages and disadvantages): * Hormonal birth control pills (combined or progestin-only) * Intrauterine Devices (IUDs) (include different types) * Voluntary Surgical Contraception * Condoms: male and female * Norplant implants * Locational Amenorrhea Method * Fertility Awareness Methods (include calendar method, the Basal Body Temperature, Billing method, the symptothermal method) * Emergency Contraceptive Pills(ECP) * Reversible contraceptive methods (Discontinuation, Switching) * Family planning services: where and how to access services * Family planning in the area of HIV/AIDS * contraceptive methods for couples living with HIV/AIDS * Family and reproductive health * Controlling Sexually Transmitted Diseases (STDs) Meaning of sexually transmitted diseases(STDs) * Common STDs and their symptoms * HIV/AIDS * Bacterial vaginosis * Chlamydia * Gonorrhoea * Genital herpes * Hepatitis * Causes of STDs * Prevention of STDs * Integration of healthy foods into diet * Introduction to nutrition * Food * Nutrition * Diet * Malnutrition * Understand best practices and harmful traditions which affect nutrition * Explain the dietary guidelines / essential nutrient requirements and food groups * Energy balance * Carbohydrates * Protein * Fats and oils * Vitamins * Minerals * Water * Outline the potential causes of malnutrition * Practice of healthy habits to maintain physical and mental health necessary for a productive personal and work life * Meaning of dietary habits &behaviours * Reducing calories * Cooking& eating * Hydrating properly * Healthier meal * Physical activity habits &behaviour * Miscellaneous physical activity habits * Workout motivation * Squeezing physical activity into your schedule * Maximize your workout results * Lifestyle habits and behaviours * Improve your sleep habits * Manage your stress * Moderation and balancing your lifestyle * Happiness and mental health habits and behaviours * Personal habits and behaviours for happiness * Interpersonal relationship and happiness | | |
| Resources required for the indicative content | | |
| **Equipment** | * Projector * Checkboard * Computer * Flipchart stand | |
| **Materials** | * Flipcharts * Markers * Chalks * Cleaning materials (soap, water) * products (greens and vegetables, fruits, proteins) * Pills * Papers | |
| **Tools** | * Pen * Marker pen * Male Condom * Female condom * Reference books * Procedural manuals * Environmental policy * Samples of birth control methods * Visual Aids | |
| **Facilitation techniques** | * + Demonstration and simulation   + Individual and group work   + Field study   + Individualized   + Group discussion | |
| **Formative assessment methods** | * Written assessment * Oral presentation * Performance assessment | |

**Reference:**

1. Work Readiness Training Programme-Trainer’s Manual, Akazi Kanoze-Youth Livelihoods Project.
2. Work Readiness Training Programme -Participant’s Manual, Akazi Kanoze-Youth Livelihoods Project.
3. PHARE: Prevention of HIV and AIDS in Rwanda through education, Irish Aid and VSO.